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D/Pers  
82-6899

3 JUN 1982

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM: James N. Glerum  
Director of Personnel

SUBJECT: Classification and Compensation System for FBIS  
Foreign National Employees

1. Attached for your signature is the Memorandum of Understanding which will establish the Agency's classification and compensation system for FBIS foreign national employees. The agreement has been coordinated with members of your staff. I believe that the agreement will provide the basis for a sound system.

2. I understand that there may be some FBIS concerns about the definition of a non-conforming compensation schedule as it appears in paragraph 5a of the Memorandum of Understanding. I believe this definition is necessary to have a proper internal system. In those areas where the retirement base is the same as that used by State, my approval will be automatic.

3. I see the implementation of this agreement as a very positive step. Please contact me if you have any questions or concerns.

/James N. Glerum

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## MEMORANDUM OF UNDERSTANDING

SUBJECT: Classification and Compensation System for FBIS Foreign National Employees

The following represents the agreements reached between FBIS and the Office of Personnel on how the Agency's classification and compensation system for FBIS foreign national employees will be administered:

1. Position classification

a. All FBIS bureaus except Panama will be placed on a 12-grade classification scale paralleling the inter-Agency Foreign Service National (FSN) classification system administered by the Department of State.

b. PMCD and FBIS will jointly develop a set of benchmark position classification standards describing the full-performance level and all senior-level foreign national positions in the following occupational series:

- (1) Monitor
- (2) Associate Editor
- (3) Electronic Technician
- (4) Communications Operations

c. PMCD will assign grade levels to the various benchmark positions according to the following priority considerations:

(1) Consistency with established classification practices used in evaluating Agency staff positions.

(2) Consistency among FBIS bureaus worldwide.

(3) Compatability with State Department FSN classification practices, where possible.

d. Disagreement between PMCD and FBIS on benchmark position grade levels will be resolved by the Director of Personnel (D/Pers) through an appeal process. Decisions on these benchmarks rendered through the appeal process will be binding on both PMCD and FBIS.

e. Few-of-a-kind positions (e.g., Administrative Assistant, Maintenance, General Clerical positions, etc.) will be classified against a general grade level guide for foreign national positions to be developed by PMCD with FBIS participation using the same considerations outlined for benchmark classification standards in paragraph 1c above.

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f. Draft position standards will be completed by PMCD/FBIS and unresolved issues identified by 31 July 1982. Data necessary for development of draft standards will be obtained from the following sources:

(1) Interviews with FBIS personnel experienced in bureau operations.

(2) Draft foreign national position classification standards developed by FBIS.

(3) Data obtained from previous PMCD and State Department surveys and standards development efforts.

g. After completion of draft standards for FBIS foreign national positions, tentative classification grade calls will be assigned to all foreign national positions, position numbers will be assigned and the positions will be placed on the FBIS staffing complement as "non-count" positions. This action will be completed and an impact assessment provided to D/Pers and D/FBIS by 13 August 1982.

h. After completion of the draft position classification standards and tentative resolution of unresolved differences by D/Pers, a joint PMCD/FBIS survey of two bureaus will be conducted to verify the validity of the new standards. The bureaus to be surveyed will be jointly selected by PMCD and FBIS. A representative sample of types and levels of work in the various foreign national occupations will be audited and the information used to validate or, if necessary, modify the position classification standards used. The survey will be funded by FBIS and is expected to require approximately 15 workdays.

i. After completion of the validation process and final approval by D/Pers of classification standards for foreign national employees, final classification determinations will be made for all positions covered by the four occupational standards. Few-of-a-kind positions which are covered only by the general grade evaluation guide will be annotated as "pending grade review" and will be evaluated through the survey process to determine the final grade level. Positions covered by the general guide may be downgraded only or as a result of an on-site survey determination.

## 2. Recruitment and appointment of foreign national employees

a. Authority for recruitment and appointment of foreign national employees is delegated to Director, FBIS with the following constraints:

(1) Appointments are subject only to budget constraints within FBIS and are not subject to personnel ceilings.

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(2) Appointments are to be made against positions identified on the bureau staffing complement. There are no restrictions except budgetary on the number of employees who may be slotted against a position at or below the agreed upon working level for non-supervisory positions. These positions will be identified as "flexible" under the planned incumbency field of the staffing complement.

(3) Appointments to supervisory positions or non-supervisory positions above the working level are restricted to the actual number of positions identified on the staffing complement. These positions will be identified as "limited" under the planned incumbency field.

(4) Appointments may be made at any grade level up to the classified level of the position based on appointee qualifications and discretion of D/FBIS or his designated representative.

(5) D/FBIS may approve advanced in-step hires for foreign nationals in accordance with guidelines applicable to staff employees of the Agency.

(6) Appointments at a grade level exceeding the classified position grade level must receive prior approval of the Director of Personnel.

### 3. Termination

D/FBIS retains authority for termination of foreign national employees as previously delegated.

### 4. Promotions, PSIs, QSIs and awards

D/FBIS is delegated authority to make promotions and approve PSIs, QSIs and other awards with the following constraints:

a. Promotions must be made against an approved position as reflected on the bureau staffing complement.

b. Promotions to a grade level above the classified level of the employee position must receive prior approval of the Director of Personnel. All requests must be justified in writing.

### 5. Compensation

a. D/FBIS is delegated authority to administer local compensation plans in all areas which conform to U.S. Embassy FSN compensation plans for the area. For the purpose of this agreement, a conforming scale is identified as one which is identical to the local State Department scale to include identification of base pay as separate from payments for fringe benefits and bonuses.

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b. D/Pers will approve all bureau compensation plans which are not in conformance with local State Department compensation plans. Requests for non-conforming scales must be accompanied by written justification which supports a recruitment and/or retention problem in the area and which supports the compensation levels requested in terms of prevailing industrial pay/benefits for the occupation. The Director of Personnel will be the final authority in determining what justification is sufficient to warrant deviation from the local State Department compensation plan.

#### 6. Resources

a. To assist in the maintenance of the FBIS foreign national classification and compensation system established by this agreement, FBIS will provide one GS-12 staff position on its staffing complement to accommodate the assignment of a PMCD classifier. While the position will appear on FBIS' staffing complement, the classifier will report to and receive direction from Chief, PMCD. AWP's and PAR's will be prepared by PMCD management. The need for this position will be re-evaluated at the end of the first year of the system's operation.

b. FBIS will fund travel by a PMCD Position Management Officer incident to system implementation and subsequent validation by bureau position management surveys.

#### 7. Surveys

a. After completion of system implementation and initial standards validation survey, a minimum of two bureaus will be surveyed annually by PMCD as part of its regular position classification/position management survey schedule.

b. Classification determinations made during surveys will be made against both the occupational standard and the general grade evaluation guide developed for foreign national positions. During these surveys, any requests for evaluation of unusual situations, such as potential impact allocations, will be considered.

c. On completion of each position management survey, a written report will be provided to D/FBIS for review. Within 30 days from receipt of this report, D/FBIS may appeal classification decisions to the Director of Personnel, otherwise, PMCD will implement survey findings. Approval procedures will follow those established for staff positions. Decisions rendered by D/Pers or the DDCI under these procedures are binding on PMCD and FBIS.

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# 8. Retained grade/salary

Any foreign national employee adversely effected by implementation of this classification and compensation system on initial implementation or during subsequent bureau surveys will be entitled to the following protections:

a. Any position identified for downgrade action but which is occupied by an incumbent whose personal grade is higher than that grade to which the position is to be downgraded will be footnoted as an "incumbency allocation" and will be placed on the bureau staffing complement at the current grade level of the employee. The position will remain at this level for a period not to exceed three years, during which time management should attempt to reassign the employee to another position commensurate with his/her personal grade.

b. At the end of <sup>three</sup>~~two~~ years, the position will be downgraded to its properly classified level and the employee will be placed in "retained grade" status if the pay level of the highest step for the position grade is lower than the employees current pay level. During this period, the employee will retain his grade and will be entitled to all cost of living increases and pay step increases to which he/she would normally be entitled. The period of grade retention will be two years.

c. At the end of the "grade retention" period, the employee will be downgraded to the grade level of the position and will be placed in an indefinite "salary retention" status. Under "salary retention", the employee will receive 50% of all future cost of living increases until the employee's pay level falls within the pay range for the grade level. At this point, the employee will be placed in the highest step for the grade level and "salary retention" terminated.

  
Director of Personnel

*June 82*  
Date

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Director, Foreign Broadcast Information Service

*June 82*  
Date

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